



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, July 1, 2020  
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING  
3:30 P.M. – 4:30 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:**  
Toll-Free Dial-In Number: (866)848-2216  
CONFERENCE CODE: **5193676302**  
To view the Agenda and Presentation Materials go to  
Agenda Packet and Materials at: [www.todb.ca.gov/](http://www.todb.ca.gov/)

**Communications Committee Board Members**

*Chair Bill Pease  
Vice-Chair Bryon Gutow*

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m. – By Chair Pease
2. Roll Call – All Present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of May 6, 2020 Standing Communications Committee meeting.  
Motion by Chair Bryon Gutow to approve DRAFT minutes of May 6, 2020 Standing Communications Committee meeting.  
Second by Chair Pease.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Annual Water Quality Report Update.  
Executive Assistant Maddie Kibriya presented the Consumer Confidence Report/ Annual Water Quality Report. The report is available on [www.todb.ca.gov](http://www.todb.ca.gov). This report provides information about local drinking water quality. The Town's water continues to comply with and surpass all state and federal requirements. All distribution and certification obligations for the CCR have been satisfied. Executive Assistant Maddie Kibriya stated that in the future the Town will mail out a postcard directing community members to the Town's website for the CCR which will save the Town mailing cost of the CCR pamphlet.

2. Discussion Regarding Community Center Facebook Page Update.

Recreation Program Supervisor Monica Gallo discussed with the committee the success of the Community Center's Facebook page. This page provides updates and a way to communicate easier with the public. Vice President Bryon Gutow asked how many followers the Community Center's Facebook page currently has.

Recreation Program Supervisor Monica Gallo will investigate the current number and continue to monitor the success of the Facebook page.

3. Discussion Regarding COVID – 19 Reopening Update.

Recreation Program Supervisor Monica Gallo discussed the rescheduling of reopening activities and classes at the Community Center. Everything was on track to resume business on July 2, 2020, however new order issued by California Governor Gavin Newsom has extended the restriction with no end date. Recreation Program Supervisor Monica Gallo informed of the purchase of windscreens for 6 tennis courts at the Community Center.

4. Discussion Regarding Sign Board Communications.

General Manager Mike Davies advised that additional staff is being trained to help with the display of the sign board. The sign board is used to provide alerts, safety issues and updates to the community. Sign board can be used by community members who wish to post a public message. Policy for posting on the sign board is available on Town website.

President Pease requested an update at a future Board meeting to inform of the interest the public has in using the sign board.

Vice President Bryon Gutow commented on the landscaping in close proximity to the sign board.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**F. ADJOURNMENT**

1. Adjourned at 3:44 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

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